CGHRMS

Quick Reference Guide

Schedule Drills

CGHRMS CUSTOMER SUPPORT

Help Desk: (785) 339-3540 Ext. 1

Email: hrsic-cghrms@hrsic.uscg.mil

On-line Help: http://cghrms.osc.uscg.mil/ or http://www.uscg.mil/hq/hrsic/cghrms/

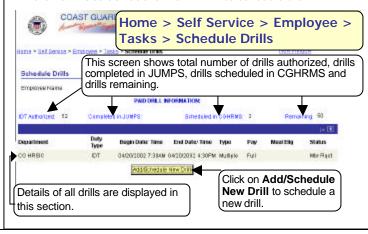**Self Service Tutorials:** http://www.uscg.mil/hq/hrsic/training/

SCHEDULE DRILLS – Reservist Self Service

➢ **Duty which can be scheduled in CGHRMS:**
  • IDT
  • Appropriate Duty (Readiness Mgmt Period (RMP))
  • Funeral Duty

➢ **CGHRMS replaces:**
  • IDT Drill Orders (Screen Print)
  • UAR
  • SDA-II R985

➢ Entering and maintaining scheduled drills for the entire year enables reservists, their command and the Reserve Program's Funds Manager to make better management decisions.

➢ The reservist, a Command User or PERSRU may schedule or edit a drill up to the drill day. After the drill day, only a Command User or PERSRU may complete, edit, un-excuse or cancel the drill.

➢ When reservist schedules a drill the status will be "**Mbr Requested**". *(This is the only status available to reservist.)*

➢ A Command User may "**authorize**" a drill by changing the status to "**Pending**". A Command User may schedule a drill for the reservist and set the status to "Pending" indicating it is "authorized".

➢ If reservist edits a drill after it is "authorized" (Pending), the status returns to "Mbr Requested".

➢ The path to access Schedule Drills is: Self Service > Employee > Tasks > Schedule Drills

➢ Review the information on the Schedule Drills home page and click on **Add/Schedule New Drill** to schedule a drill.
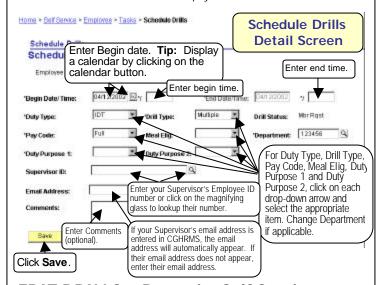

Home > Self Service > Employee > Tasks > Schedule Drills

This screen shows total number of drills authorized, drills completed in JUMPS, drills scheduled in CGHRMS and drills remaining.

Details of all drills are displayed in this section.

Click on **Add/Schedule New Drill** to schedule a new drill.

SCHEDULE DRILLS – Reservist Self Service

➢ **Pay Code:** Full = Multi ◆ Half = Single ◆ None

➢ **Time** *(display purpose only)*:
  • Single IDT – 4 or more hours
  • Multiple IDT – 8 or more hours
  • Readiness Management Period – 3 to 24 hours
  • Funeral Honor Guard Duty – 2 or more hours

➢ **Meal Eligibility** *(only for multiple IDT)*:
  • Officers – None
  • Unit has galley – Messing Available
  • Commuters arriving night before drill.
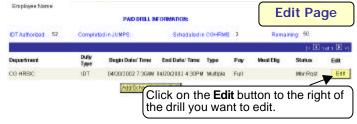   1st Day – All ◆ 2nd Day – Breakfast and Lunch
  • Stay overnight between drills.
    1st Day – Lunch and Supper ◆ 2nd Day – Breakfast and Lunch
  • Worked past 1800 – Supper
  • Local reservists and commuters not staying overnight – Lunch

➢ Enter your Supervisor's Employee ID number in the Supervisor ID field. On exiting the ID field, their email address should appear in the Email address field. If their email address does not appear, enter their email address. After the drill is saved, an email notification is automatically sent to the supervisor indicating you have scheduled/modified a drill. **Note: Your supervisor must have Command User access (role) to authorize, complete, edit or cancel your drill.**

➢ Department ID – Do not choose 002037 (Unknown Unit). It requires manual intervention at HRSIC to pay the reservist.

Schedule Drills Detail Screen

Enter Begin date. **Tip:** Display a calendar by clicking on the calendar button.

Enter begin time.

Enter end time.

For Duty Type, Drill Type, Pay Code, Meal Elig, Duty Purpose 1 and Duty Purpose 2, click on each drop-down arrow and select the appropriate item. Change Department if applicable.

Enter your Supervisor's Employee ID number or click on the magnifying glass to lookup their number.

If your Supervisor's email address is entered in CGHRMS, the email address will automatically appear. If their email address does not appear, enter their email address.

Enter Comments (optional).

Click **Save**.

EDIT DRILLS – Reservist Self Service

➢ Once a drill is entered, you may edit the drill by clicking on the **Edit** button to the right of the scheduled drill. **Note:** After the drill day, only the supervisor or PERSRU personnel (providing they have Command User or PERSRU access) may edit the drill.

Edit Page

Click on the **Edit** button to the right of the drill you want to edit.

➢ Once **Edit** is selected, the **Schedule Drills Detail** page will appear. *(Same page as the schedule drills page. Refer to the picture above.)*

➢ Update the information and **Save**. A **Save** confirmation will display. Click **OK**.

SCHEDULED DRILLS – Command User and PERSRU

➤ Supervisors with Command User or PERSRU access (role) may:

- "**Authorize**" a drill by **changing the status** to "**Pending**".
- **Schedule a drill for the reservist** and set the status to "Pending" indicating it is authorized.
- **Complete, Edit, Un-excuse** or **Cancel** a scheduled drill.

Commands may view each member's (within the department) CGHRMS access (roles) by running the following Query.
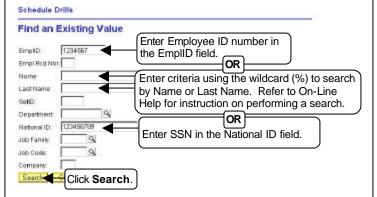1. From the **CGHRMS Home Page**, click **on PeopleTools** and then click on **Query** (second one).
2. Press the **Search** button.
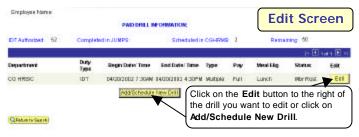3. Select **CG_Dept_Role_Qry (#33)**
4. Press **View Results** button.

Commands may add/revoke member's access by completing form CG HRSIC -7421/2 CGHRMS Assignment User Authorization/Revocation. Fax the completed form to (785) 339-3772. The form can be found at: **http://www.uscg.mil/hq/hrsic/MSWordForms.htm**.

➤ **Path for Supervisor's (Command Users):** Self Service > Manager > Tasks > Schedule Drills

➤ **Path for PERSRU's:** Develop Workforce > Administer Training (GBL) > Use > Schedule Drills

Schedule Drills

Find an Existing Value

EmplID: 1234567 — Enter Employee ID number in the EmplID field.

Empl Rcd Nbr:

OR

Name: — Enter criteria using the wildcard (%) to search by Name or Last Name. Refer to On-Line Help for instruction on performing a search.

Last Name:

SetID:

Department:

National ID: 123456789 — **OR** Enter SSN in the National ID field.

Job Family:
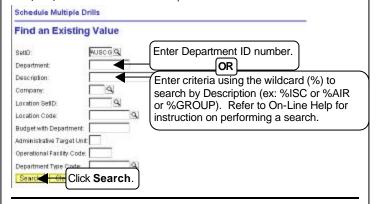
Job Code:

Company:

Search — Click **Search**.

➤ After selecting Search (as noted above), the Paid Drill Information page will display. Verify the **name of the reservist** (top left hand corner of the page).

➤ Click on **Edit** to the right of the drill you wish to authorize, complete, edit, un-excuse or cancel. **OR**

➤ Click on **Add/Schedule New Drill** if scheduling a drill for the reservist.

➤ Click on **Return to Search** to search for another reservist.
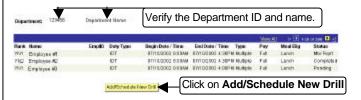
Employee Name

PAID DRILL INFORMATION

Edit Screen

IDT Authorized: 52   Completed in JUMPS: Scheduled in CGHRMS: 2   Remaining: 50

Department	Duty Type	Begin Date/ Time	End Date/ Time	Type	Pay	Meal Elig	Status	Edit
CG HRSIC	IDT	04/20/2002 7:30AM	04/20/2002 4:30PM	Multiple	Full	Lunch	Mbr Reqst	Edit

Add/Schedule New Drill — Click on the **Edit** button to the right of the drill you want to edit or click on **Add/Schedule New Drill**.

Return to Search

➤ After **Edit** or **Add/Schedule New Drill** is selected (above), the **Schedule Drills Detail** page will appear.

➤ The **Schedule Drills Detail** page is the same page as shown in the previous section. **Update** or **enter** the necessary information, then click **Save**.

➤ Be sure to enter the Reservist's Employee ID number in the **Send to Emplid** field. On exiting the ID field, their email address should appear in the **Email Address** field. If their email address does not appear, enter their email address.

➤ Click **Save**. A **Save** confirmation will display. Click **OK**.

➤ **Notification is automatically sent to the email address entered (per instruction above) indicating a drill has been scheduled/modified.**

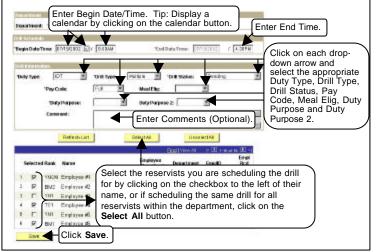## SCHEDULING DRILLS FOR MULTIPLE RESERVISTS WITHIN A DEPARTMENT

➤ Supervisors or PERSRU personnel with Command User access or PERSRU access may schedule the same drill for multiple reservists at one time.

➤ If possible, locate your Department ID number. If you do not know your Department ID number, you may perform a search by entering criteria in the Description field. Refer to the CGHRMS On-Line Help at **http://cghrms.osc.uscg.mil** for instruction on performing a search.

➤ **The system does not automatically send an email notification to each reservist.** If notification is required it is up to the command to determine the procedure for notifying the reservists of the scheduled drills.

➤ **Path for Supervisor's (Command Users):** Self Service > Manager > Tasks > Schedule Multiple Drills

➤ **Path for PERSRU's:** Develop Workforce > Administer Training (GBL) > Use > Schedule Multiple Drills

Schedule Multiple Drills

Find an Existing Value

SetID: WUSCG — Enter Department ID number.

Department: — **OR**

Description: — Enter criteria using the wildcard (%) to search by Description (ex: %ISC or %AIR or %GROUP). Refer to On-Line Help for instruction on performing a search.

Company:

Location SetID:

Location Code:

Budget with Department:

Administrative Target Unit:

Operational Facility Code:

Department Type Code:

Search — Click **Search**.

➤ After selecting **Search** (as noted above), details of all drills for Reservists in the department are displayed.

➤ Verify the **Department ID** and **name**.

➤ Click on **Add/Schedule New Drill**.

Department: 123456   Department Name — Verify the Department ID and name.

Rank	Name	EmplID	Duty Type	Begin Date / Time	End Date / Time	Type	Pay	Meal Elig	Status
YN1	Employee #1		IDT	07/10/2002 8:00AM	07/10/2002 4:30PM	Multiple	Full	Lunch	Mbr Reqst
FN2	Employee #2		IDT	07/10/2002 8:00AM	07/10/2002 4:30PM	Multiple	Full	Lunch	Completed
YN1	Employee #3		IDT	07/10/2002 8:00AM	07/10/2002 4:30PM	Multiple	Full	Lunch	Pending

Add/Schedule New Drill — Click on **Add/Schedule New Drill**

➤ After **Add/Schedule New Drill** is selected (above), a page listing all reservists assigned to the department is displayed.

➤ Enter the necessary information.

➤ Select reservists by clicking on the checkbox to the left of their name, or if scheduling the drill for all reservists in the department, click on the **Select All** button.

➤ Click **Save**. A **Save** confirmation will display. Click **OK**.

Department
Department

Enter Begin Date/Time. Tip: Display a calendar by clicking on the calendar button.

Enter End Time.

*Begin Date/Time: 07/10/2002 / 8:00AM   *End Date/Time: 07/10/2002 / 4:30PM

Duty Type: IDT   *Drill Type: Paid Drill   *Drill Status: Pending

*Pay Code: Full   *Meal Elig:

*Duty Purpose: Duty Purpose 2:

Comment: — Enter Comments (Optional).

Click on each drop-down arrow and select the appropriate Duty Type, Drill Type, Drill Status, Pay Code, Meal Elig, Duty Purpose and Duty Purpose 2.

Refresh List   Select All   Unselect All

Selected	Rank	Name
☑	YNCM	Employee #1
☑	BM2	Employee #2
☐	YN1	Employee #3
☐	TC1	Employee #4
☐	YN1	Employee #5
☑	BM1	Employee #6

Select the reservists you are scheduling the drill for by clicking on the checkbox to the left of their name, or if scheduling the same drill for all reservists within the department, click on the **Select All** button.

Save — Click **Save**.